FARMOR'S SCHOOL
Job Description and Person Specification

Post Title	Head of Department / Head of Faculty
Line Management	Accountable to the designated member of the senior leadership team

Accountabilities
The post holder is accountable for:

1. The progress and attainment of students in the relevant subject/s
2. The standards of teaching and learning in the department/faculty (including assessment)
3. Providing support for staff in promoting positive behaviour in lessons
4. Holding teachers to account for their performance and providing support for staff and facilitating their professional development and appraisal
5. The day-to-day line management of staff
6. The provision of a curriculum which meets the needs of all students
7. Maintaining an orderly and stimulating learning environment (including health and safety)
8. Promoting extra-curricular activities, enrichment opportunities, links with primary schools and the wider community
9. Delegating appropriate responsibilities to TLR postholders within the department/faculty and holding these postholders to account for their performance in the role

Primary duties

1. Monitoring and evaluating students' progress and attainment
2. Implementing strategies for addressing poor student progress and monitoring the effect of these
3. Monitoring and evaluating standards of teaching and learning through lesson observations, work sampling/moderation, seeking student feedback, exam result analysis and other methods
4. Ensuring effective schemes of work and teaching resources are in place and are reviewed regularly
5. Ensuring school policies are adhered to including those relating to assessment, behaviour, appraisal, health and safety and educational visits
6. Write and monitor an annual development plan
7. Manage financial and physical resources effectively
8. Carry out appraisal for designated members of staff
9. Respond appropriately to parental concerns
10. Chair department meetings
11. Represent the department in HoD meetings and engage constructively in school policy and improvement efforts
12. Develop and maintain department policies
13. Co-ordinate public examination entries
14. Oversee the completing and quality of reports to parents
15. Engage with the link governor to the department

Post holders should expect to carry out any other duties which may reasonably be expected given the nature of the role or any other reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

Personal and professional attributes
The post holder will demonstrate:

- The ability to give clear and strong leadership
- The ability to plan and manage change, make decisions and take positive action to achieve improvement
- The ability to analyse complex information and issues
- The ability to remain calm and professional in the face of difficulty
- The ability to work effectively with staff, students, governors, parents and the community
- The ability to build a strong team, secure the confidence of others and resolve conflict
- The ability to delegate and hold others to account
- The ability to manage one's own workload and support others' in doing the same
- The ability to seek out information, identify best practice, develop a professional network and challenge one's own thinking and assumptions about teaching and subject leadership
- A strong moral purpose, high expectations and determination to achieve success
- A commitment to securing high standards of education for every student
- Knowledge of the curriculum, external assessment requirements, developments in pedagogy, planned national curriculum and assessment developments